



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Community Engagement Officer
<b>DIVISION</b>	Community Programs
<b>DEPARTMENT</b>	Children's Programs
<b>REPORTS TO</b>	Program Manager, Jindi
<b>LOCATION</b>	Jindi Community Centre, Mernda

### ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation. Our staff are committed to providing our clients with a quality experience that is Safe, Effective, Connected and Personal, these are our Quality Goals of service.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Economic security for all
- Wellbeing, social inclusion, empowerment and dignity for all
- Inclusive services and communities
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

### DEPARTMENT PURPOSE

**Community Programs** division is one of seven divisions at the Brotherhood of St Laurence and exists to engage with individuals and communities, empowering them and building their capacity through providing services, advocacy and community regeneration.

**Children's Programs** sits within this division with a specific focus on early years programs, parenting supports, integrated approaches to working with vulnerable communities, and evidence-based group program delivery.

## **POSITION PURPOSE**

This position is responsible for the engagement with families and community into the Jindi Community Centre. This role will also be responsible for enabling community voice to inform the community engagement activities, collaborating with a range of partners and organisations.

## **KEY RESPONSIBILITIES**

### **1. Employee Management and Accountability**

- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to the Brotherhood's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with the manager, set goals and objectives to ensure outcomes are met
- Model the Brotherhood values and adhere to the Code of Ethical Behaviour in everyday work practices
- Take responsibility for managing risk, safety, health and compliance in own area of responsibility and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures

### **2. Community Engagement and Participation Activities**

- Scope community services in Mernda area
- Consult with the community about needs of the Jindi Community Centre and plan activities
- Ensure the work at Jindi is aligned with the cultural diversity needs of Mernda
- Outreach to community organisations to engage parents, children and community in a range of learning and engagement activities
- Establish a 'Community Voice Group' for Jindi Community Centre
- Work with the Jindi team to plan, develop, coordinate, link and evaluate community initiatives
- Undertake volunteer engagement and management including recruitment, training, support and rostering.
- Coordinate community activities and events from development to implementation

### **3. Stakeholder engagement**

- Build, maintain, and work with key stakeholders including families, community members, volunteers, local government to support the engagement activities at Jindi
- Attend Stakeholder meetings as required
- Identify opportunities for collaboration and innovation between partners
- Strengthen relationships between key stakeholders and BSL more broadly including City of Whittlesea, Goodstart and local community organisations
- Participate with the Program Manager in key discussions and meetings aligning our Children's Programs activities and services to the Partnership objectives

- Maintain links and network with appropriate agencies in order to deliver cohesive and collaborative work practices in the local community, including attending relevant network and service meetings.

#### **4. Other Duties**

- Completion of required data capture, reports, documentation of program information and effective support in managing privacy for clients and their families
- Complete administrative requirements of the group including but not limited to resources, within provided budget, referrals, data collation, activity preparation, incident reporting, feedback and evaluation
- Provide ongoing administrative support for the program including planning, participant enrolment processes and updating of flyer, handbooks and forms.
- Ensure the accurate recording and documentation of program outcomes to inform future planning, policy and research in this area of work that can result in reporting as required
- Ensure the program complies with relevant regulations and policies, including Food Safety Handling, HSE and Child Safe Standards.

#### **5. Multi-Skilling**

- The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent's competence and training as directed by the manager

### **ORGANISATIONAL RELATIONSHIPS**

Internal Stakeholders	All Brotherhood of St Laurence Community Program Teams and Shared Services
External Stakeholders	Goodstart, City of Whittlesea Council, Other relevant local providers and stakeholders

### **KEY SELECTION CRITERIA**

#### **Essential**

- Relevant tertiary qualification in either Community Development, Social Welfare, Social Work or similar discipline.
- Demonstrated understanding of community engagement principles and working within an integrated place-based approach.
- Experience working with families experiencing multiple levels of disadvantage, including community members of diverse religious, cultural and socio-economic backgrounds (or lived experience of this.)
- Experience leading community programs and projects from development to implementation.
- Excellent interpersonal skills in building and maintaining strong working relationships with a broad range of stakeholders.
- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
- Expertise and competency in Microsoft Office Programs including Word, Excel and Outlook
- Understanding of and empathy with the values and ideals of the Brotherhood

**Desirable:**

- A good understanding of early years child development.
- Ability to speak other community language/s would be an advantage
- Lives locally and has community connections

**MANDATORY EMPLOYMENT CRITERIA**

- Some out-of-hours work will be required
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process